

Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
PROVIDER INVOICES CA102								
<ul style="list-style-type: none"> Invoice from Department of Human Services Office of Controller to Contract Administration Clerk 								
<ul style="list-style-type: none"> Invoice from Contract Administration Clerk to Program Integrity Chief of Community Based Services 								
<ul style="list-style-type: none"> Invoice from Program Integrity Chief of Community Based Services to Community Based Resource Specialist 								
<ul style="list-style-type: none"> Validated invoice from Community Based Resource Specialist to Services Management Specialist 								
<ul style="list-style-type: none"> Services Management Specialist documentation of questioned rates or number of days indicated on invoice 								
<ul style="list-style-type: none"> Services Management Specialist notification to Accounts Payable if invoice is being returned to provider 								
<ul style="list-style-type: none"> Response received form Provider 								

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PROVIDER INVOICES CA102								
<ul style="list-style-type: none"> Services Management Specialist notification to Accounts Payable of receipt of provider's response 								
<ul style="list-style-type: none"> Written documentation of certification, invoice, supporting documentation and problem resolution, from Services Management Specialist to Bureau Chief of Contract Administration for signature 								
<ul style="list-style-type: none"> Bureau Chief of Contract Administration approved certification, invoice and documentation from Contract Administration to Accounts Payable 								